

Monthly Report

FEBRUARY 2021

Human Resources

HUMAN RESOURCES REPORT – FEBRUARY 2021

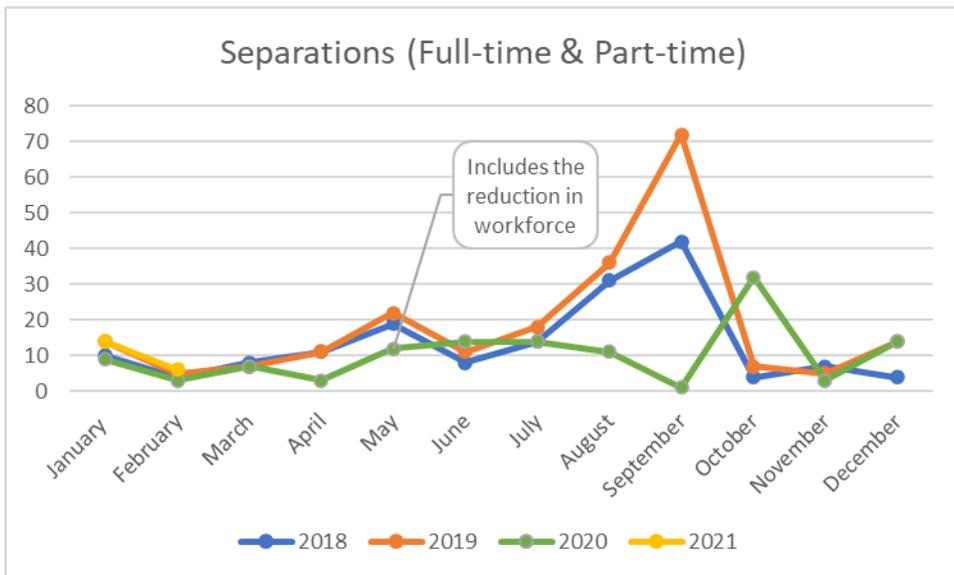
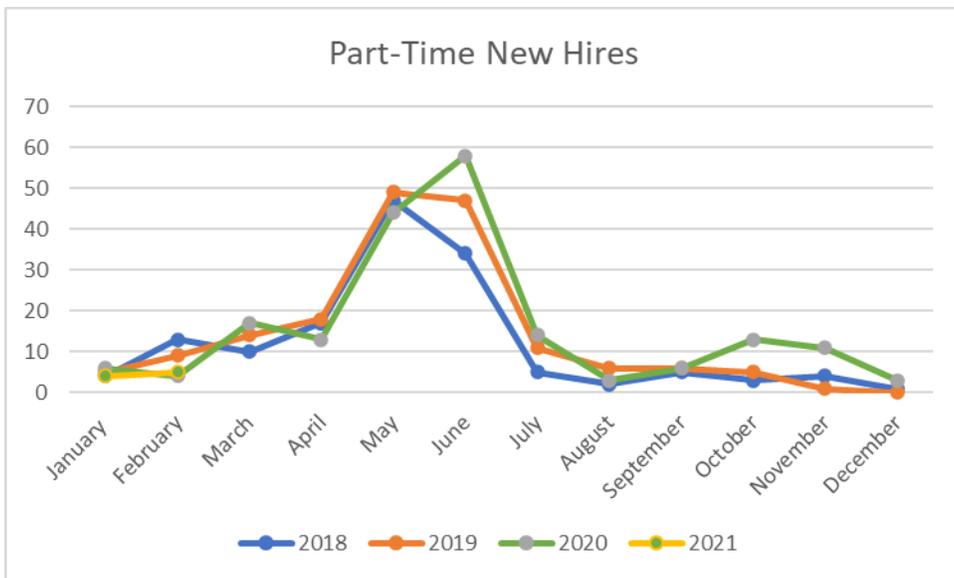
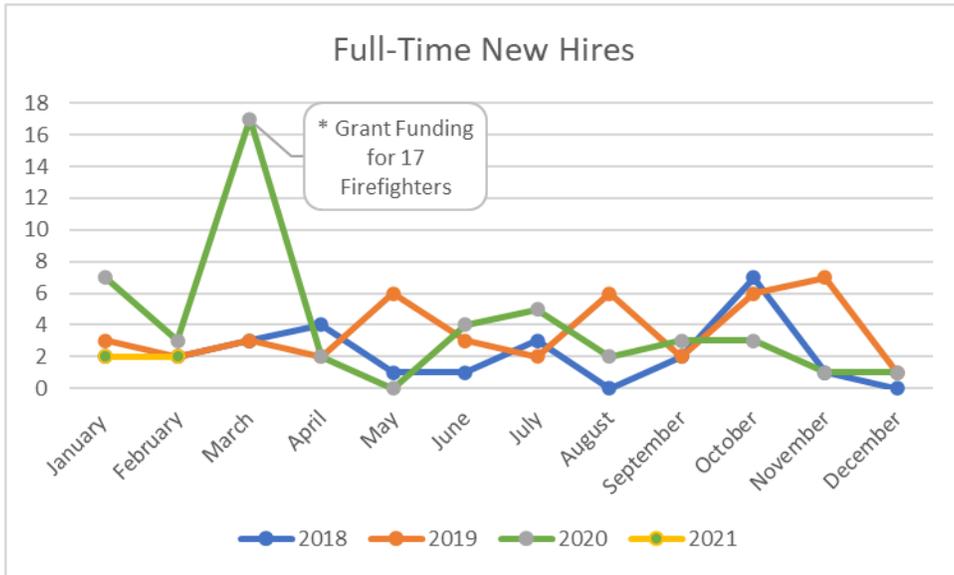
Human Resources employees were busy assisting departments and processing new and separating employees, employee performance appraisals, pay adjustments and 207 applications/resumes were processed. We continued to assist departments on human resources matters including job postings, announcements, job descriptions, evaluations and change of status forms. We assisted employees with health/life insurance, retirement issues and other personnel-related matters.

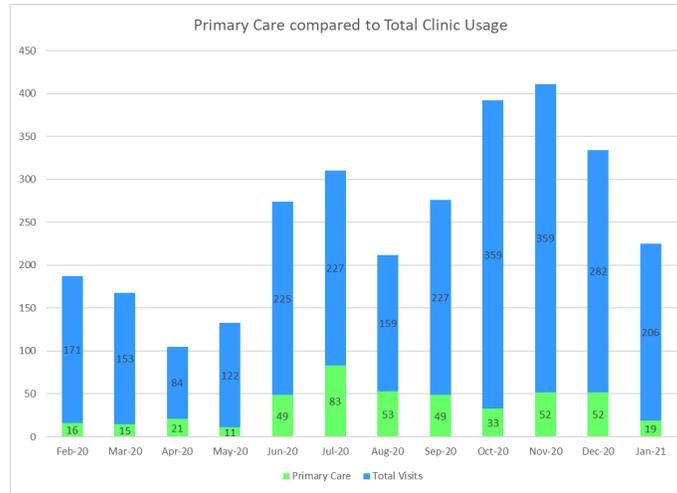
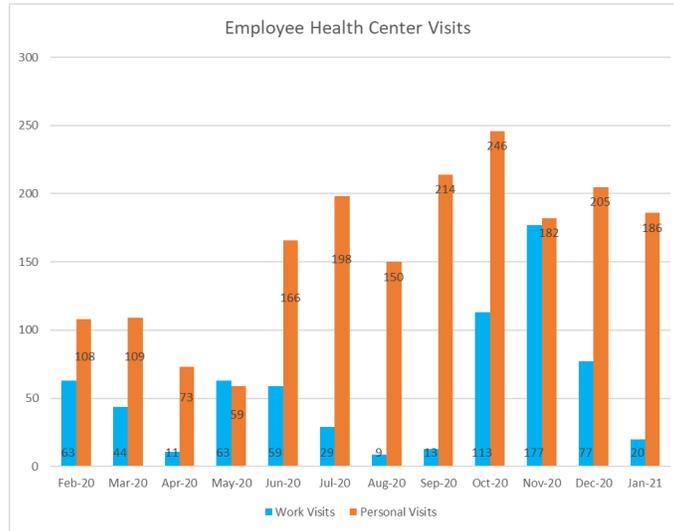
The Health Center has implemented processes to phone screen patients for potential flu or COVID-19 symptoms. All patients must call in to the Health Center at 843-281-3845 to schedule an appointment. Patients who are exhibiting symptoms of COVID-19 or have been exposed to someone with COVID-19 must call the City's Infectious Disease Coordinator, Nate Marker, at 843-957-2078. It is important that employees contact Nate before reporting to work. Employees are screened by phone and provided with next steps.

New employees received orientation sessions throughout the month. Part-time orientations were completed online in order to minimize traffic inside the building. Full-time employees attended in person orientations to receive information about the City and were enrolled in the City's Health and Wellness Program and other benefits.

Biometric Screenings for the 2021 Wellness Incentive Plan were held at the J. Bryan Floyd Community Center February 8 - 19. Information was communicated to employees of the new process this year which includes a follow up session with a physician in addition to the yearly Health risk questionnaire and biometric screening. A make up event for participants who were unable to attend is scheduled for March 8 – 19.

Human Resources staff and the American Red Cross is sponsoring a two-day blood drive on the bloodmobile on March 3 and March 4. This blood drive is open to employees only and every donation is tested for COVID-19 antibodies. Thank you for considering giving the gift of life.





Employee (BCBS & SAV- Rx) Insurance Update:		
January	Medical Claims Paid	\$478,572.19
January	Dental Claims Paid	19,916.58
January	Drug Card*	74,733.07
TOTAL	January	\$573,221.84

WORKER'S COMPENSATION

(Parks & Recreation): DOI 02/10/2021 – An employee was using a backpack sprayer. The employee injured the left arm and elbow while pumping the sprayer. The employee was treated at the Employee Health Center and referred to Seacoast Medical Center for x-ray.

(Public Safety): DOI 02/16/2021 – An employee was arresting a suspect when the employee tripped over a wooden post. The employee received minor abrasions on both forearms, left hand and left knee. The employee did not require medical treatment.

(Public Safety): DOI 02/19/2021 – An employee was clearing a call and was walking down wet stairs. The employee slipped and fell down a few stairs. The employee received a large knot on the right forearm and felt a pinch in the back. The employee was treated at the Employee Health Center.

(Public Safety): DOI 02/22/2021 – An employee was in a parked, marked patrol vehicle with traffic cones set up and emergency lights activated to block a lane of traffic for a car accident. The employee's vehicle was rear ended by another vehicle. The employee experienced pain in the back, neck, and headache. The employee was treated at Seacoast Medical Center.

There are no other reports of employees treated under Workers' Compensation for the month of February at this time.